

AMEDD Readiness Starts Here!



*We have people
known for
competency and
compassion and who
make
Army Medicine,
Army Strong!*

Academic Year 2016 Long Term Health Education & Training New Student Orientation

MISSION

**We envision, design, and train
a premier military medical force for
decisive action
in support of our Nation.**

VISION

**To be the foundation
on which the AMEDD is
built, sustained, and
transformed.**

*We save lives...
on and off the
battlefield!*





OUTLINE

PURPOSE: Provide welcome information to LTHET students

1. Welcome and Introductions
2. Professional Education and Training Department (PETD)
3. PETD Required Documents
4. GEARS
5. LTHET Budget
6. LTHET Contract Highlights
7. AMEDD Student Detachment Required Document
8. Questions



WELCOME & INTRODUCTIONS

- **AMEDDC&S:**

- Professional Education & Training Department (PETD),
- Central Training Division (CTD)
- AMEDD Student Detachment (ASD) / B. 187th Medical Battalion

- **LTHET Students:**

- Dental Residents
- School of Choice (SOC)
- Baylor MHA, MBA
- PhD students, Residencies, Fellowships, TWI

- **LTHET Students Assigned to:**

- Medical Treatment Facilities
- AMEDD Student Detachment (ASD) / B. 187th Medical Battalion
- Locations across the country



YOUR SUPPORT DURING LTHET

Pre-LTHET :

HRC Civilian Education Team, Lead - Mrs. Sherri Farris
HRC Dental Lead – MAJ Villacarlos

During LTHET Academic Support:

PETD Education Branch Chiefs
AOC Consultant (MS, MC, DC, VC)
Graduate Education Manager (AN,SP)

During LTHET Administrative Support:

AMEDD Student Detachment (students not located on Ft. Sam)
B CO 187th Medical Battalion (students located on Ft. Sam)

Upon Completion of LTHET:

Gaining Unit



PROFESSIONAL EDUCATION & TRAINING DEPARTMENT

What we do:

FUNCTIONS

Work for Corps' leadership and LTHET students by communicating & coordinating with HRC, AMEDD Student Detachment, LTHET Budget, and Branch Consultants to ensure the LTHET experience is optimal

- 1) Monitor student progress and intervene as necessary
- 2) Facilitate TDY if funds are available
- 3) Validate Funding for LTHET Programs



PROFESSIONAL EDUCATION & TRAINING DEPARTMENT

EDUCATION CHIEFS

Branch Education Chiefs and Assistants	Phone
Army Nurse Corps Branch Education Chief	210-295-0274
Army Nurse Corps Branch Education Chief assistant	210-295-9030
Dental Corps Branch Education Chief	210-295-9604
Dental Corps Branch Education Chief assistant	210-221-0079
Specialty & Veterinary Branch Education Chief	210-295-9428
Specialty & Veterinary Branch Education Chief assistant	210-221-3572
Medical Services Branch Education Chief	210-295-9528
Medical Corps Branch Education Chief	877-633-2769 Menu option 6



PETD REQUIRED DOCUMENTS

SEND TO EDUCATION BRANCH CHIEF NLT: 1 JUNE

2016



Professional Education & Training Department Public Website

<http://>

www.cs.army.mil

1

Browser tabs: Daily Status Reporting, 2016 R&B SLOW JAM..., google.com, GEARS - Packet: MS..., U.S. Army Medical...

Browser address bar: <http://www.cs.army.mil>

Navigation bar: File Edit View Favorites Tools Help

Search bar: Search: Google

U.S. Army Medical Department Center and School (AMEDDC&S)
U.S. Army Health Readiness Center of Excellence (HRCoE)
ENVISION, DESIGN, TRAIN, EDUCATE AND INSPIRE

AMEDDC&S HRCoE HOME | ARMY MEDICINE | MedWff | AKO | ARMY.MIL

	CPET
ABOUT US	Center for Professional Education and Training
AMEDD CAREERS	AMEDD Center and School
STUDENTS	Academy of Health Sciences
NEW ARRIVALS	2377 Greeley Rd. Bldg 4011
TOTAL ARMY SPONSORSHIP PROGRAM	FT Sam Houston, TX 78234
PARENTS AND FAMILIES	(210)295-9508
ACCESS TO FT. SAM HOUSTON	
FAQS	POC:
CONTACT US	Chief, CPET (210)295-9528
INSPECTOR GENERAL	NCOIC(Enlisted Programs Branch), CPET (210)221-0144
PUBLIC AFFAIRS OFFICE	Office Automation Assistant, CPET (210)295-9508
AMEDD JOURNAL	Army Medical Specialty Corps/Vet Corps Education Branch, CPET (210)295-9428
ACCESS TO CARE	Dental Education Branch, CPET (210)295-9604
HELPFUL LINKS	Dental Education Administrator, CPET (210)221-0079
	Dental Education Administrator, CPET (210)221-9716
	Medical Service Corps Education Branch, CPET (210)221-1345
	Nursing Education Branch, CPET (210)295-0274
	Human Resource Assistant Nursing Education Branch, CPET (210)295-9030
	Medical Corps OTSG, Falls Church, VA (703)681-5037
	Individual Training Policy Branch, CPET (210)295-9537

Professional Education and Training Department

The Professional Education and Training Department (PETD) manages the Long Term Health Education and Training Program (LTHET), Training with Industry (TWI), and Professional Postgraduate Short Course Program (PPSCP) for Enlisted and Officer Corps.

Corps Managers for Veterinary/Specialty Corps, Nurse Corps, Dental Corps, Medical Corps, Medical Service Corps, and Enlisted Corps manage upwards of 1,000 students each year. PETD is also responsible for assisting and creating updates to individual training policy which affects LTHET, TWI, and PPSCP.



Professional Education & Training Department Public Website

[←](#) [→](#) <http://www.cs.amedd.army.mil/portlet.aspx?id=i> [Daily Status Reporting](#) [2016 R&B SLOW JAM...](#) [google.com](#) [GEARS - Packet: MS...](#) [U.S. Army Medical...](#) [Home](#) [Star](#) [Settings](#)

File Edit View Favorites Tools Help

[DSCv2](#) [AKO](#) [AMEDDC&S Tools](#) [AMEDDC&S](#) [ATAAPS](#) [BDE Policy Ltrs](#) [Bible](#) [DCO Log In](#) [DTS](#) [EES](#) [ETOPMIS](#) [FSHE](#) [G-3](#) [Google](#) [HRC](#) [HRC-LTHET](#) >>

Programs of the Department of Professional Education and Training (PETD) are responsible for managing all LTHET programs and assisting in coordination with funding, approval, and support for over 100 PPSCP Courses and conferences. Corps Managers also assist with tuition reimbursements, book expenses, and TDY. PETD is also responsible for Individual Training and Policy updates to Army Regulations, Memorandums, and other documents which affects PPSCP, LTHET, and TWI. PETD manages current lists of courses to ensure programs are functional, relevant, and meet mission requirements for the changing fiscal budget as well as meeting the standards of current DoD and US Army Medical Command Policies.

PETD's Mission is to sustain professional education and training for the career AMEDD Soldier throughout their military life cycle by accurately forecasting and facilitating continuing education and self development training opportunities on a worldwide basis in the areas of Long Term Health and Education and Training (LTHET) and Professional Post-graduate Short Course Programs (PPSCP)

Vision

PETD's vision is to ensure that our future healthcare leaders receive high quality, relevant, and professional education.

New LTHET Students

Please review the Orientation Brief specific to your program below.
If you have any questions, contact your respective Corps Program Manager, POCs listed above.

Degree Producing	Internships	Residencies
------------------	-------------	-------------

Other Resources

example Residency Petition

[SF182 - Authorization, Agreement, and Certification of Training](#)

example SF182

Expense Form

[DA2125 - Report to Training Agency](#)

example DA2125

GEARS Tutorial

Useful Links

[AMEDD Public Site](#)

[AMEDD Student Detachment](#)

Did you find the information on this page useful? ☐ Yes ☐ No

Last modified: 3/7/2016 9:40:00 AM



DENTAL CORPS RESIDENTS DOCUMENT REQUIREMENTS

Due No later than 1 Jun 16 to Mrs. Anne Parchman

- 1. PCS Orders**- and any amendments
- 2. LTHET Expense Request Form** - (Containing the most recent contact information, daytime phone number and email that is checked daily. Also contains banking information)
- 3. SF182** - (students in civilian programs only). We provide you an example to assist with completing the form



TWI / INTERNSHIP / FELLOWSHIP/ RESIDENCIES

Due No later than 1 Jun 16 to your Education Branch Chief

DOCUMENT REQUIREMENTS

1. PCS Orders- and any amendments
2. LTHET Expense Request Form - (Containing the most recent contact information, daytime phone number and email that is checked daily. Also contains banking information)
3. LTHET Contract - signed copy from HRC



ARMY BAYLOR / USHUS DOCUMENT REQUIREMENTS

Due No later than 1 Jun 16 to your Education Branch Chief

1. **PCS Orders**- and any amendments
2. **LTHET Expense Request Form** - - (Containing the most recent contact information, daytime phone number and email that is checked daily. Also contains banking information)
3. **LTHET Contract** - signed copy from HRC



PHD / MASTERS DOCUMENT REQUIREMENTS

Due No later than 1 Jun 16 to your Education Branch Chief

1. **PCS Orders** and all amendments
2. **Residency Petition-** Modify the draft provided and submit to the LTHET Education Branch Chief who will sign and return to the student for submission to the SOC, Ensures in-state tuition
3. **Residency Acceptance Letter w/ tuition and fee agreement-** Authorizes residency/in-state tuition cost for funding
4. **LTHET Expense Request Form** - (Containing the most recent contact information, daytime phone number and email that is checked daily. Also contains banking information)
5. **SF 182** - (students in civilian programs only). We provide you an example to assist with completing the form
6. **Copy of DA2125-** entire academic plan (to include summer plans). Must be updated **after each term/semester** with grades and a submitted with a copy of your **unofficial transcript** to your Education Branch Chief. If there is a change to your academic program inform your PETD Education Branch Chief immediately.
7. **LTHET Contract-** Signed copy from HRC



TDY EXPENSES & BOARD FEES

Degree Producing Programs - Will only be paid for if this is a requirement to complete your degree

Non Degree Producing Programs- Will be covered up to \$3,000 for the duration of your program

No later than 60 days prior to your TDY (as soon as you know about an upcoming travel) send to your Education Branch Chief

1. **DA FORM 3838** - (Do NOT fill in box 20 – registration fee)
2. **SF 182** - for registration fees (do not prepay registration expenses out of pocket)
3. **Conference information** - (link to website and courses)
4. **Ethics Review Document** - (for conferences only where expenses are partially covered by civilian entity) must be completed NLT 45 days prior to travel



LTHET CONTRACT HIGHLIGHTS

- **Length of Program:** dates, extension, communication of academic difficulties
- **ADSO:** computation, failure to complete ADSO, Flags, non-select for promotion, utilization tour
- **LTHET tuition limit for civilian schools:** \$15,000 cap unless waived, TDY/PTDY (CME/Conferences/Boards*) must be approved through PETD Program Manager and/or Student Company * subject to the availability of funds
- **AER/OER:** students responsibility, annually and on completion of program, final transcript to HRC
- **Ongoing Communication:** MINIMUM once a term/semester, more frequently with PETD Education Branch Chief if academic difficulties, Front page of DA 2125 each semester & copy of transcript (students in civilian programs)

HOW TO SEND YOUR INITIAL INPROCESSING DOCUMENTS TO PETD

SEND TO EDUCATION BRANCH CHIEF NLT: 1 JUNE 2016



GEARS



GEARS is an automated packet/document routing and tracking system built on SharePoint that implements global management of business processes. It provides both pre-built and custom user-defined workflow routes to handle any business process. GEARS increases business efficiency by providing visibility and monitoring of individual packets and tasks/actions from submission to approval, all while capturing the associated comments throughout the packet review process. GEARS has been approved to process PII and is available as a no cost enterprise tool.





GEARS WEBSITE ADDRESS

<https://army.deps.mil/netcom/sites/GEARS/Live/web/Home.aspx>

The screenshot shows a web browser window with the address bar displaying <https://army.deps.mil/netcom/sites/GEARS/Live/web/Home.aspx>. The browser's address bar also shows "GEARS - My Packets". The website's header includes the "GEARS" logo and the text "Global Electronic Approval Routing System". A notification banner at the top states: "There is an upcoming ASI on Thursday 03/10/2016 from 06:00 PM - 10:00 PM (your local time)". A "Department of Defense : Terms of Use" dialog box is open in the center of the screen. The dialog box contains the following text:

YOU ARE ACCESSING A U.S. GOVERNMENT (USG) INFORMATION SYSTEM (IS) THAT IS PROVIDED FOR USG-AUTHORIZED USE ONLY.

By using this IS (which includes any device attached to this IS), you consent to the following conditions:

- The USG routinely intercepts and monitors communications on this IS for purposes including, but not limited to, penetration testing, COMSEC monitoring, network operations and defense, personnel misconduct (PM), law enforcement (LE), and counterintelligence (CI) investigations.
- At any time, the USG may inspect and seize data stored on this IS.
- Communications using, or data stored on, this IS are not private, are subject to routine monitoring, interception, and search, and may be disclosed or used for any USG-authorized purpose.
- This IS includes security measures (e.g., authentication and access controls) to protect USG interests--not for your personal benefit or privacy.
- Notwithstanding the above, using this IS does not constitute consent to PM, LE or CI investigative searching or monitoring of the content of privileged communications, or work product, related to personal representation or services by attorneys, psychotherapists, or clergy, and their assistants. Such communications and work product are private and confidential. See User Agreement for details.

At the bottom of the dialog box is a button labeled "I Accept". The background of the website shows sections for "Packets Created By Me", "Packets Created For Me", and "Packets I'm Tracking".

There is an upcoming ASI on Friday 04/15/2016 from 07:00 PM - 11:00 PM (your local time)

Atunrase, Princess L LTC USARMY MEDCOM A...

GEARS

Global Electronic Approval Routing System
Digital packet delivery and tracking made easy

New Packet My Packets My Actions

Packet Information

Packet Name
MS_DOE,J_AY16LTHET

Packet Type
Other HR Actions

Originating Organization
Center for Professional Education & Training

The information in this box can be viewed by everyone

Proceed to the next step »

1. Naming your PACKET: (for both .pdf and packet name)
BRANCH_LASTNAME, FIRST INTIAL_AY16LTHET
Example:
MS_DOE,J_AY16_LTHET
2. Select Other HR Actions for packet type
3. Find your current organization
4. Click Proceed to Next Step

5. Click on Plus sign under packet Files to add your scanned documents

When naming your individual documents please Use the following naming convention:

- MS_DOE,J_SF182
- MS_DOE, J_DA2125
- MS_DOE,J_ExpenseForm
- MS_DOE,J_Orders
- MS_DOE,J_PETITION
- MS_DOE,J_ACCEPTANCE LETTER
- MS_DOE,J_LTHETCONTRACT

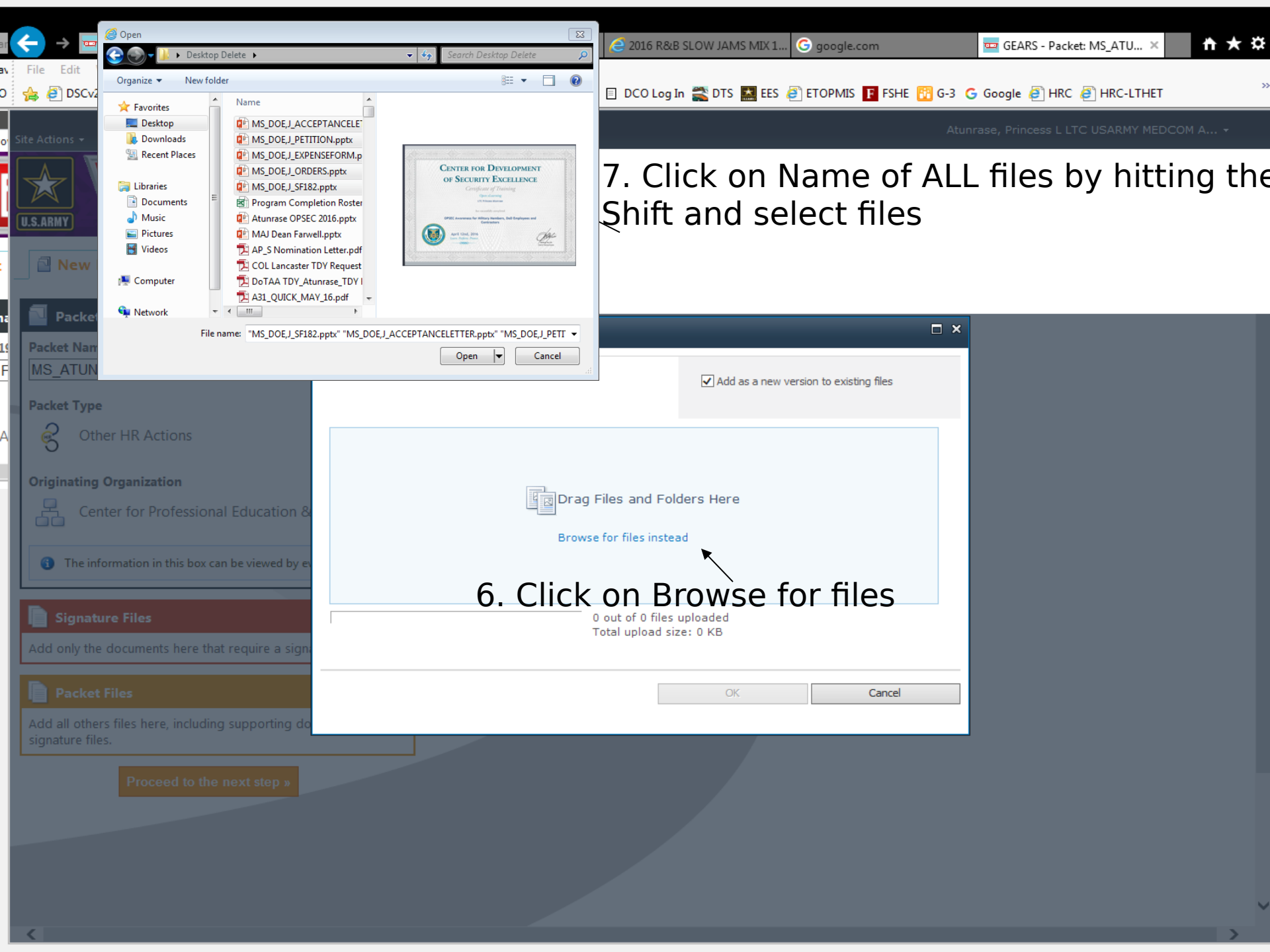
The screenshot displays the GEARs web application interface. The top navigation bar includes the U.S. Army logo, the GEARs logo, and the text 'Global Electronic Approval Routing System'. Below this, there are tabs for 'New Packet', 'My Packets', and 'My Actions'. The 'Packet Information' section on the left contains the following details:

- Packet Name (# 161968):** MS_DOE,J_AY16LTHET
- Packet Type:** Other HR Actions
- Originating Organization:** Center for Professional Education & Training

Below the 'Packet Information' section, there are two main areas for adding files:

- Signature Files:** Add only the documents here that require a signature, if any.
- Packet Files:** Add all others files here, including supporting documentation for signature files.

An arrow points from the 'Packet Files' section to a list of naming conventions on the right side of the image.



7. Click on Name of ALL files by hitting the Shift and select files

6. Click on Browse for files

There is an upcoming ASI on Friday 04/15/2016 from 07:00 PM - 11:00 PM (your local time)

Atunrase, Princess L LTC USARMY MEDCOM A...



Global Electronic Approval Routing System
Digital packet delivery and tracking made easy



[New Packet](#)
[My Packets](#)
[My Actions](#)

8. Files you have selected will be uploaded, click done.

Packet Information

Packet Name (# 161968)

MS_DOE, J_AY16 LTHET

Packet Type

Other HR Actions

Originating Organization

Center for Professional Education &

The information in this box can be viewed by ev

Signature Files

Add only the documents here that require a sign

Packet Files

Add all others files here, including supporting documentation for signature files.

Notifications

Add people/groups here who should receive e-mail notifications as this packet progresses.

Packet Options

[Download Packet as Zip File](#)

Upload Multiple

☒ Add as a new version to existing files

Type	Name	Size	Status
	MS_DOE, J_ACCEPTANCELETTER.pptx	650 KB	Done
	MS_DOE, J_EXPENSEFORM.pptx	650 KB	Done
	MS_DOE, J_ORDERS.pptx	650 KB	Done
	MS_DOE, J_PETITION.pptx	650 KB	Done
	MS_DOE, J_SF182.pptx	650 KB	Done

5 out of 5 files uploaded
Total upload size: 3 MB

[Click here to close](#)

Done

Cancel

[Cancel Workflow](#)



Packet Due Before:

05/01/2016

Each Action Given:

3 Day(s)

Workflow Started:

04/08/2016



Parchman, Anne B CIV USARMY MEDCOM (US)

[Respond to this task](#)

milBook

Browser tabs: <https://army.deps.mil/netcom/sites/GEARS/L>, Daily Status Reporting, 2016 R&B SLOW JAMS MIX 1..., google.com, GEARs - Packet: MS_ATU...

Browser address bar: <https://army.deps.mil/netcom/sites/GEARS/L>

Browser menu: File, Edit, View, Favorites, Tools, Help

Browser toolbar: DSCv2, AKO, AMEDDC&S Tools, AMEDDC&S, ATAAPS, BDE Policy Ltrs, Bible, DCO Log In, DTS, EES, ETOPMIS, FSHE, G-3, Google, HRC, HRC-LTHET

Site Actions: Browse, Page

Atunrase, Princess L LTC USARMY MEDCOM A...

GEARS

Global Electronic Approval Routing System

Digital packet delivery and tracking made easy

U.S. ARMY

GEARS v5.5.5

Navigation: New Packet, My Packets, My Actions, +

Packet Information

Packet Name (# 161968)
MS_DOE,J_AY16LTHET

Packet Type
Other HR Actions

Originating Organization
Center for Professional Education & Training

The information in this box can be viewed by everyone

Signature Files

Add only the documents here that require a signature, if any.

Packet Files

- MS_DOE,J_ACCEPTANCELETTER.pptx
- MS_DOE,J_EXPENSEFORM.pptx
- MS_DOE,J_ORDERS.pptx
- MS_DOE,J_PETITION.pptx
- MS_DOE,J_SF182.pptx

Proceed to the next step »

9. Click proceed to the next step to route your packet

There is an upcoming ASI on Friday 04/15/2016 from 07:00 PM - 11:00 PM (your local time)

Site Actions ▾ Browse Page Atunrase, Princess L LTC USARMY MEDCOM A...

GEARS

Global Electronic Approval Routing System
Digital packet delivery and tracking made easy

U.S. ARMY v5.5.5

New Packet My Packets My Actions +

Packet Information

Packet Name (# 161968)
MS_DOE, J_AY16 LTHET

Packet Type
Other HR Actions

Originating Organization
Center for Professional Education & Training

The information in this box can be viewed by everyone

Signature Files

Add only the documents here that require a signature, if any.

Packet Files

- MS_DOE,J_ACCEPTANCELETTER.pptx
- MS_DOE,J_EXPENSEFORM.pptx
- MS_DOE,J_ORDERS.pptx
- MS_DOE,J_PETITION.pptx
- MS_DOE,J_SF182.pptx

Notifications

Add people/groups here who should receive e-mail notifications

Workflow Route

This workflow is currently running Cancel Workflow

Atunrase, Princess L LTC USARMY MEDCOM AMEDDCS (US)
Packet POC
Make someone else the POC

Packet Discussion/Instructions:
Good Afternoon,
I have attached my documents for LTHET.
Please let me know if you have any questions.
VR,

Packet Recommendation:
No Recommendations.

Packet Due Before: 05/01/2016 Each Action Given: 3 Day(s) Workflow Started: 04/08/2016

10. Packet due date change to 1 JUNE 2016

Browser tabs: <https://army.deps.mil/netcom/sites/GEARS/L>, Daily Status Reporting, 2016 R&B SLOW JAMS MIX 1..., google.com, GEARS - Packet: MS_ATU...

Site Actions: Browse, Page

Atunrase, Princess L LTC USARMY MEDCOM A...

GEARS

Global Electronic Approval Routing System

Digital packet delivery and tracking made easy

v5.5.5

Navigation: New Packet, My Packets, My Actions

Packet Information

Packet Name (# 1610681)
MS_DOE,J_AY16LTHET

Packet Type
Other HR Actions

Originating Organization
Center for Professional Education & Training

The information in this box can be viewed by everyone

Signature Files

Add only the documents here that require a signature, if any.

Packet Files

- MS_DOE,J_ACCEPTANCELETTER.pptx
- MS_DOE,J_EXPENSEFORM.pptx
- MS_DOE,J_ORDERS.pptx
- MS_DOE,J_PETITION.pptx
- MS_DOE,J_SF182.pptx

Workflow Route

Atunrase, Princess L LTC USARMY MEDCOM AMEDDCS (US)
Packet POC
Make someone else the POC

Packet Discussion/Instructions:
Good Afternoon,
I have attached my documents for LTHET.
Please let me know if you have any questions.
VR,

Packet Recommendation:
Add the recommendation box

Packet Due Date:
05/01/2016

11. Click Add user to begin routing

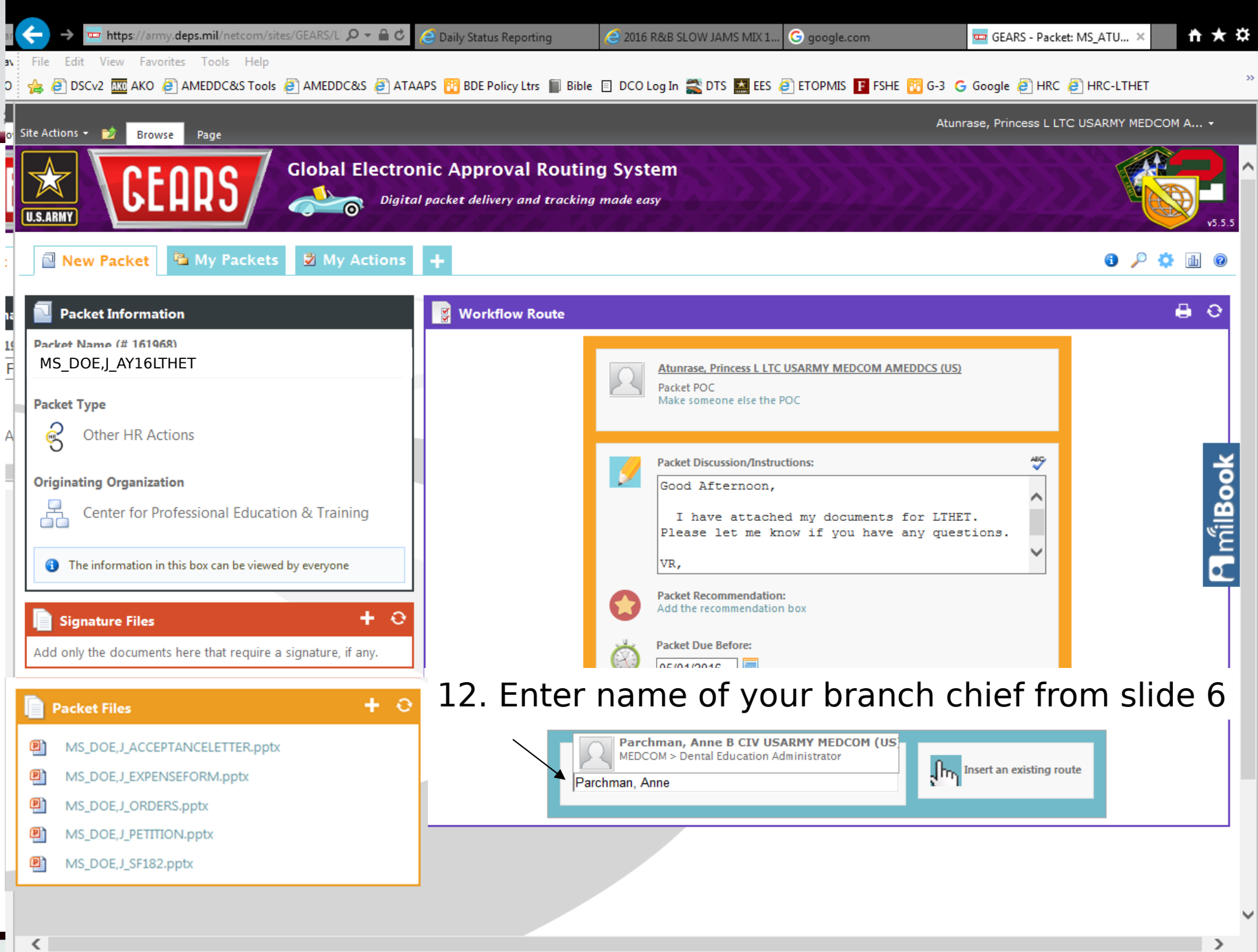
Buttons: Add a user/group, Insert an existing route




PROFESSIONAL EDUCATION & TRAINING DEPARTMENT


ROUTING FOR INITIAL

Routing POCs for Submission of Students' Initial Packet	Phone
Army Nurse Corps Branch Education Chief assistant	210-295-9030
Dental Corps Branch Education Chief assistant	210-221-0079
Specialty & Veterinary Branch Education Chief assistant	210-221-3572
Medical Services Branch Education Chief	210-295-9528
Medical Corps Branch Education Chief	877-633-2769 Menu option 6



12. Enter name of your branch chief from slide 6

 **Parchman, Anne B CIV USARMY MEDCOM (US MEDCOM > Dental Education Administrator)**

 Insert an existing route

Browser tabs: <https://army.deps.mil/netcom/sites/GEARS/L>, Daily Status Reporting, 2016 R&B SLOW JAMS MIX 1..., google.com, GEARS - Packet: MS_ATU...

Site Actions: Browse, Page

Packet Name (# 161968)
MS_ATUNRASE, P_AY16 LTHET

Packet Type
Other HR Actions

Originating Organization
Center for Professional Education & Training

The information in this box can be viewed by everyone

Signature Files
Add only the documents here that require a signature, if any.

Packet Files

- MS_DOE,I_ACCEPTANCELETTER.pptx
- MS_DOE,I_EXPENSEFORM.pptx
- MS_DOE,I_ORDERS.pptx
- MS_DOE,I_PETITION.pptx
- MS_DOE,I_SF182.pptx

Atunrase, Princess L LTC USARMY MEDCOM A...

Atunrase, Princess L LTC USARMY MEDCOM AMEDDCS (US)
Packet POC
Make someone else the POC

Packet Discussion/Instructions:
Good Afternoon,
I have attached my documents for LTHET.
Please let me know if you have any questions.
VR,

Packet Recommendation:
Add the recommendation box

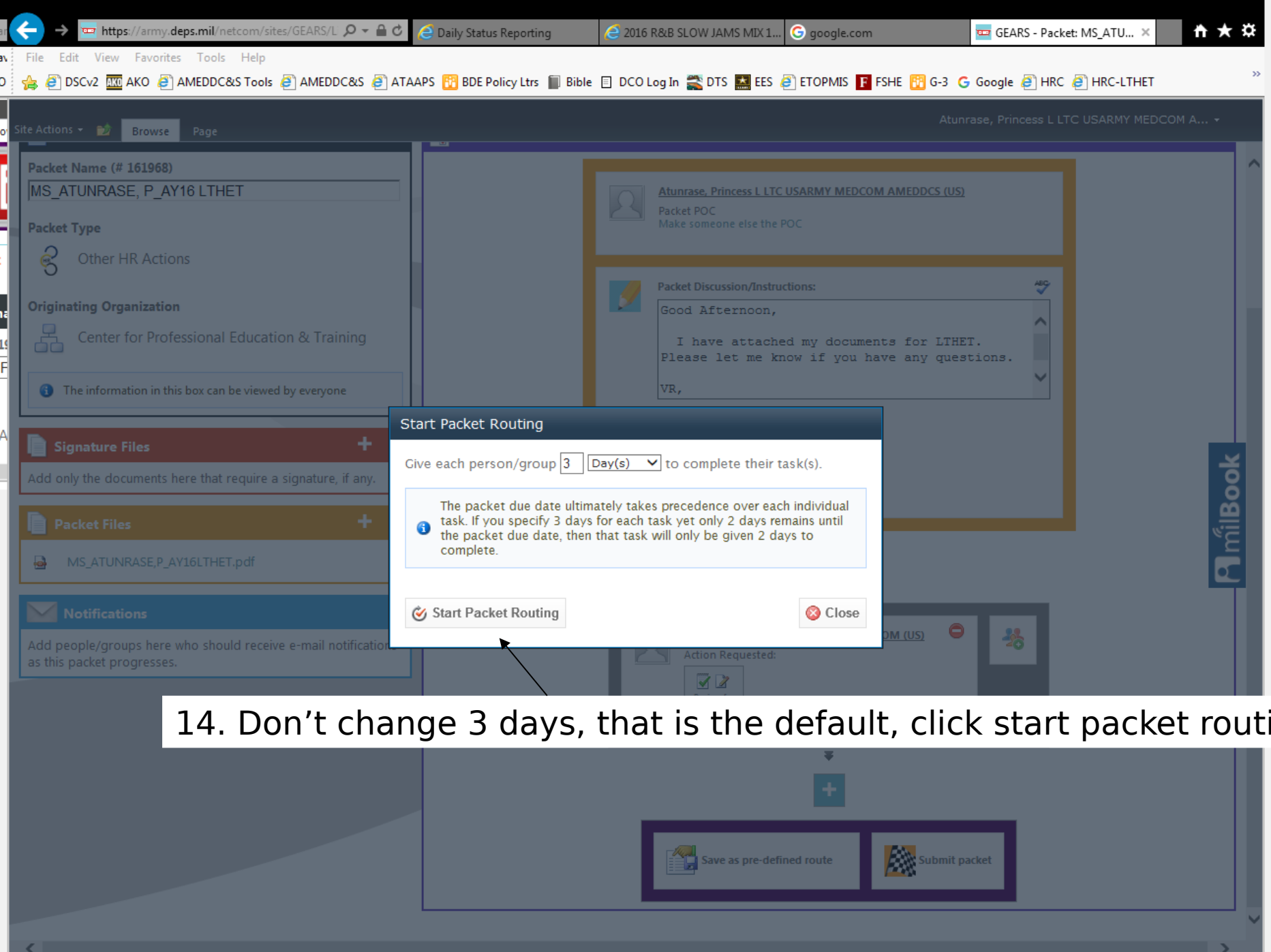
Packet Due Before:
05/01/2016

Parchman, Anne B CIV USARMY MEDCOM (US)
Action Requested:

- Review for Corrections
- Concur/Nonconcur
- Approve/Disapprove
- Decision/Signature

13. Select Review for corrections

Save as pre-defined route | Submit packet



14. Don't change 3 days, that is the default, click start packet routing

Browser tabs: <https://army.deps.mil/netcom/sites/GEARS/L>, Daily Status Reporting, 2016 R&B SLOW JAMS MIX 1..., google.com, GEARS - Packet: MS_ATU...

Navigation: File, Edit, View, Favorites, Tools, Help

Tools: DSCv2, AKO, AMEDDC&S Tools, AMEDDC&S, ATAAPS, BDE Policy Ltrs, Bible, DCO Log In, DTS, EES, ETOPMIS, FSHE, G-3, Google, HRC, HRC-LTHET

Site Actions: Browse, Page

GEARS

Global Electronic Approval Routing System
Digital packet delivery and tracking made easy

Atunrase, Princess L LTC USARMY MEDCOM A...

v5.5.5

Buttons: New Packet, My Packets, My Actions

Packet Information

Packet Name (# 161968)
MS_ATUNRASE, P_AY16 LTHET

Packet Type
Other HR Actions

Originating Organization
Center for Professional Education & Training

The information in this box can be viewed by everyone

Signature Files

Add only the documents here that require a signature, if any.

Packet Files

MS_ATUNRASE, P_AY16LTHET.pdf

Notifications

Add people/groups here who should receive e-mail notifications as this packet progresses.

Workflow Route

Atunrase, Princess L LTC USARMY MEDCOM AMEDDCS (US)
Packet POC
Make someone else the POC

Waiting for SharePoint to start the workflow...

Your workflow has been successfully **queued** to be started. You may wait for SharePoint to start the workflow if you wish, but this is not required.

Create a New Packet | View My Packets Page

Action Requested

Parchman, Anne B CIV USARMY MEDCOM (US)

Review for Corrections

15. Click View My Packets

There is an upcoming ASI on Friday 04/15/2016 from 07:00 PM - 11:00 PM (your local time)

GEARS Global Electronic Approval Routing System
Digital packet delivery and tracking made easy

New Packet My Packets My Actions +

NOTE: The current data retention policy will delete packets 30 days after they have completed their routing (or 30 days after being created if they are never routed).

Packets Created *By Me*:

Packets Not Routed (1) Packets In Route (1) Completed Packets (2)					
Packet Name	Packet Number	Type	Due Before	Route Status	Assigned To
MS_DOE, J_AY16 LTHET	GEARS-161968	Other HR Actions	05/01/2016	In Progress	Parchman, Anne B CIV USARMY MEDCOM (US)

The tables below are not included

Packets Created *For Me*:

Packets Not Routed (0) Packets In Route (0) Completed Packets (0)					
Packet Name	Packet Number	Type	Due Before	Route Status	Assigned To
No packets currently in route were found. Packets that are created by other people with you set as the Packet POC will be shown here.					

Packets I'm Tracking:

Packets In Route (0) Completed Packets (0)					
Packet Name	Packet Number	Type	Due Before	Route Status	Assigned To

There is an upcoming ASI on Friday 04/15/2016 from 07:00 PM - 11:00 PM (your local time)

Atunrase, Princess L LTC USARMY MEDCOM A...

Packet Information

Packet Name (# 161968)
MS_DOE, J_AY16 LTHET

Packet Type
Other HR Actions

Originating Organization
Center for Professional Education & Training

The information in this box can be viewed by everyone

Signature Files

Add only the documents here that require a signature, if any.

Packet Files

- MS_DOE, J_ACCEPTANCELETTER.pptx
- MS_DOE, J_EXPENSEFORM.pptx
- MS_DOE, J_ORDERS.pptx
- MS_DOE, J_PETITION.pptx
- MS_DOE, J_SF182.pptx

Notifications

Add people/groups here who should receive e-mail notifications as this packet progresses.

Packet Options

Download Packet as Zip File

Workflow Route

This workflow is currently running Cancel Workflow

Atunrase, Princess L LTC USARMY MEDCOM AMEDDCS (US)
Packet POC
Make someone else the POC

Packet Discussion/Instructions:
Good Afternoon,
I have attached my documents for LTHET.
Please let me know if you have any questions.
VR,

Packet Recommendation:
No Recommendations.

Parchman, Anne B CIV USARMY MEDCOM (US)
Respond to this task
Overdue by 0.10 business day(s)

milBook

17. You can see when your packet was received and where it has been routed to



WHAT ARE WE DOING WITH THE DOCUMENTS YOU SEND PETD



CENTRAL TRAINING DIVISION FUNCTIONS

(BUDGET) Budget performs the following functions for payment of tuition and fees to civilian universities

(does NOT include Baylor / USHUS contracts)

- Verifies Educational Service Agreement (ESA) with university
- Contacts university to establish procedure for invoicing the Army (**SF 182**)
- Once tuition/fee invoice is received, processes paperwork through DFAS for payment to university
- Contacts the university on behalf of the student when there are tuition/fee pay issues



ALTHET ENTITLEMENTS FOR DEGREE PRODUCING PROGRAMS

- Tuition, fees, expense reimbursements
- University fees **not** covered include sporting event tickets, parking passes, and health insurance
- \$1,000 book stipend paid annually. First Stipend is paid upon completion of the first academic term
- Thesis/dissertation (\$200/\$500) stipend paid upon program completion and receipt of verifying documentation. Must send copy of degree to Education Branch Chief NLT 90 days after completion of degree in order to have these fees reimbursed
- TDY up to \$3,000 for the duration of the program (subject to availability of funds)



AMEDD STUDENT DETACHMENT B CO 187TH MEDICAL BATTALION



ASD AND BCO

Duties and Responsibilities

- **Command and Control**
- **Personnel Issues:** APFT, HT/WT, leaves/passes, awards, e-MILPO, UCMJ, iPERMS updates, evaluations (AERs and OER's), UCFR, FLAGS etc.
- **Contracts:** Medical Additional Specialty Pay and Incentive Specialty Pay
- **Finance Issues:** Does **NOT** include tuition, fees, book stipends.



AMEDD STUDENT DETACHMENT

B 187 Student Responsibilities

- Communicate: It is crucial to complete all in-processing paperwork, maintain contact with your (ASD) Personnel Manager every semester and to have updated contact information on file.
- Maintain the Standards
- Do well in your programs
- Remain in compliance



AMEDD STUDENT DETACHMENT

Due No later than 30 Days prior to your report date

REQUIRED DOCUMENTS FOR

1. ASD Inprocessing and all amendments
2. PC DA 31

INPROCESSING

Due NLT, 10 days from your report date to ASD

1. ASD Inprocessing Information Sheet
2. All Finance Documents (DD1351-2, DA 5960, TLE, etc)
3. All Personnel Forms (DD93, SGLV, ORB)
4. Copy of Medical License (if applicable)
5. LTHET Contract
6. ASD Student Handbook Acknowledgment

Please see the ASD Website for all forms and additional requirements

[http://](http://www.cs.amedd.army.mil/portlet.aspx?id=21052884-7e41-4fc8-bfac-60adb11fd63d)

www.cs.amedd.army.mil/portlet.aspx?id=21052884-7e41-4fc8-bfac-60adb11fd63d



AMEDD STUDENT DETACHMENT

ASD Highlighted Issues

READ ASD Handbook and Policies

Leave and PTDY, TDY's

GOVTC and DTS

APFT and Height and Weight (April and October)

ALL individuals must complete a DA Form 5960 (Authorization to Start, Stop, or Change BAQ) during In- and out-processing.

You have **10 days** to in processing ASD or you will incur a debt if your previous unit's location had higher BAH. **BAH waivers need to be requested prior to reporting to ASD and the approval memorandum must accompany the DA 5960.**

If fail to submit your in processing packet to ASD by the **90th day**, **DFAS WILL STOP YOUR PAY.**

Do not risk a DEBT!



AMEDD STUDENT DETACHMENT

For more Information

- AECF website
[http://
www.usarec.army.mil/mrb/AECF/index.shtml](http://www.usarec.army.mil/mrb/AECF/index.shtml)
- AMEDD Student Detachment Website
[http://
www.cs.amedd.army.mil/portlet.aspx?id=210528
84-7e41-4fc8-bfac-60adb11
fd63d](http://www.cs.amedd.army.mil/portlet.aspx?id=21052884-7e41-4fc8-bfac-60adb11fd63d)
- AMEDD Student Detachment Generic Email:

usarmyibsa_medcom_ameddcs_mbx_student_det@mail



B 187TH MEDICAL BN COMMAND TEAM

ALL STUDENTS HERE AT FT. SAM

The Graduate School

Army-Baylor Doctoral Program in Physical Therapy (DPT)

Army-Baylor Doctor of Science in Occupational Therapy (DScOT)

Erskine Seminary Doctor of Ministry in Pastoral Counseling and Clinical Pastoral Care
(DPMT)

Northeastern University Doctorate of Nursing Practice Anesthesia Nursing (USAGPAN)

University of Nebraska Medical Center Master of Physician Assistant Studies (IPAP)

Army-Baylor Masters in Health and Business Administration (MHA/MBA)

Fayetteville State University Masters in Social Work (MSW)

Army-Baylor Masters of Science in Nutrition (GPN)



B CO 187TH MEDICAL BATTALION

REQUIRED DOCUMENTS FOR INPROCESSING

• You will physically process 4 company, 187th

FINAL THOUGHTS



Surviving a Program

- Expect to work harder than you have in any previous position
- Limit distractions
 - The mission is clear and simple...earn the degree
 - Try to avoid over committing yourself:
 - Committee memberships
 - Side projects
- Remain proactive
 - Complete qualifying exams, defend proposal, etc. as early in the program as possible



Lessons Learned

- If you need help, ask early, Communicate with academic advisor, PETD branch chief, Graduate Education Program Manager (GEM) and student detachment leadership regularly.
- Check orders for 'accurate' start and finish dates before accepting them
- DA 2125 and a copy of your transcript should be provided to your PETD Education Branch Chief each semester
- SF182 SOC students: If you receive a university bill, return it to campus bursars office/'remind' them you are on a third party pay system
- Send us GOOD NEWS Stories while you are in LTHET..ie.. Pictures, Photos an article about your LTHET experience.
- Write proposal and plan research early to allow for a fast start once all blocks have been checked



After the Brief TODAY

- Send an email to your branch chief to confirm your attendance at todays briefing use the code word “ORANGES” in the subject
- Send PETD, Student Detachment and B, 187th Med Bn your documents NLT dates prescribed in briefing
- Contact your Education Branch Chief here at PETD if you have any questions (slide 6)



FINAL THOUGHTS

Congratulations on being selected for LTHET!

We all look forward to supporting you and ensuring you have the optimal educational experience





NEW STUDENT ORIENTATION BRIEFS:

1300 - 1500 CST 17 MAY 16

1300 - 1500 CST 24 MAY 16

1300 - 1500 CST 31 MAY 16



QUESTIONS

